

MEMORANDUM

B & F

Agenda Item No. 2J

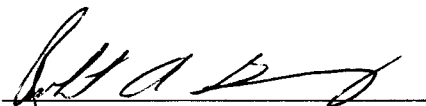
TO: Honorable Chairman Joe A. Martinez
and Members, Board of County Commissioners

DATE: December 10, 2004

FROM: Robert A. Ginsburg
County Attorney

SUBJECT: Resolution establishing
County Policy regarding
Long-Term Vacant Positions

The accompanying resolution was prepared and placed on the agenda at the request of Commissioner Rebeca Sosa.


Robert A. Ginsburg
County Attorney

RAG/jls



MEMORANDUM

(Revised)

TO: Hon. Chairperson Barbara Carey-Shuler, Ed.D.
and Members, Board of County Commissioners

DATE: November 30, 2004

FROM: Robert A. Ginsburg
County Attorney

SUBJECT: Agenda Item No.

Please note any items checked.

- ☐ "4-Day Rule" ("3-Day Rule" for committees) applicable if raised
- ☐ 6 weeks required between first reading and public hearing
- ☐ 4 weeks notification to municipal officials required prior to public hearing
- ☐ Decreases revenues or increases expenditures without balancing budget
- ☐ Budget required
- ☐ Statement of fiscal impact required
- ☐ Bid waiver requiring County Manager's written recommendation
- ☐ Ordinance creating a new board requires detailed County Manager's report for public hearing
- ☐ Housekeeping item (no policy decision required)
- ☐ No committee review

Approved _____ Mayor

Agenda Item No.

Veto _____

11-30-04

Override _____

RESOLUTION NO. _____

RESOLUTION ESTABLISHING COUNTY POLICY
REGARDING LONG-TERM VACANT POSITIONS

WHEREAS, the County currently has a substantial number of positions which have been vacant for 12 months or more beyond the scheduled hiring date (hereinafter “Long-term Vacant Position” or “LTVP”); and

WHEREAS, this Board recognizes that not every LTVP is funded, and that many vacant positions are the result of departments maintaining vacancies to achieve budgeted levels of attrition; and

WHEREAS, this Board further recognizes that some funded positions are held vacant and the work performed by employees who are temporary, part-time, or on overtime in order to minimize overall costs and optimize service; and

WHEREAS, it is the intention of this Board that unnecessary position growth should be limited in all County agencies and that LTVPs should be eliminated where appropriate; and

WHEREAS, it is the intention of this Board that savings from unfilled positions in any fund should be carried over within that fund to the next year’s budget; and

WHEREAS, this Board believes that the elimination of LTVPs is preferable to reducing departmental appropriations through attrition; and

WHEREAS, this Board does not wish to remove department directors’ flexibility to hire employees to meet priority service needs; and

WHEREAS, this Board believes that no department should administratively be granted a new position during any fiscal year if that department has LTVPs unless it is determined by the County Manager, or his or her designee, that it is in the best interest of the County to do so; and

WHEREAS, the Board believes that all LTVPs in any department should be reviewed by the County Manager and his or her staff during the annual budgetary process, and any such position not recommended for funding in the new fiscal year should be eliminated from the proposed budget,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that:

Section 1. No department shall administratively be granted a new position during any fiscal year if that department has LTVPs unless it is determined by the County Manager or his or her designee that it is in the best interest of the County to do so.

Section 2. Any allocation associated with a LTVP that is unspent at the end of any fiscal year shall be included as carryover within the same fund for appropriation during the next fiscal year.

Section 3. During the annual budget process, all LTVPs in any department shall be reviewed by the County Manager and his or her staff, and any such position not recommended for funding in the new fiscal year shall be eliminated from the proposed budget.

Section 4. During the annual budget process, all LTVPs in a department shall be reviewed for elimination before any new position is granted and there shall be an explanation within the proposed budget for any new position that results in the growth of total positions within a department's allotted budget.

The foregoing resolution was sponsored by Commissioner Rebeca Sosa and offered by
Commissioner _____, who moved its adoption. The motion was seconded
by Commissioner _____ and upon being put to a vote, the vote was as
follows:

Dr. Barbara Carey-Shuler, Chairperson	
Katy Sorenson, Vice-Chairperson	
Bruno A. Barreiro	Jose "Pepe" Diaz
Carlos A. Gimenez	Sally A. Heyman
Barbara J. Jordan	Joe A. Martinez
Dennis C. Moss	Dorin D. Rolle
Natacha Seijas	Rebeca Sosa
Sen. Javier D. Souto	

The Chairperson thereupon declared the resolution duly passed and adopted this 30th day
of November, 2004. This resolution shall become effective ten (10) days after the date of its
adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an
override by this Board.

MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: _____
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.

GKS

Gerald K. Sanchez

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